

Complete each section, sign, and return to the address below. Please note, notifications are made using certified mail; mailing addresses of property owner and applicant must include street information, **DO NOT USE PO BOX NUMBERS**. Incomplete applications will be returned without board action.

Date Filed: \_\_\_\_\_ Receipt #: \_\_\_\_\_ ☐ Residential (\$75) ☐ Commercial (\$150) Hearing Date: \_\_\_\_\_

<b>1. Identify affected property</b>	
Address:	Parcel No.:                      Zoning:                      District:
<b>2. Property Owner &amp; Mailing Address</b>	<b>3. Applicant &amp; Mailing Address (other than Property Owner)</b>
Name	Name
Street Address	Street Address
City/St/Zip	City/St/Zip
Phone No.	Phone No.
<b>4. Describe proposed plan</b>	
<b>5. List variances required to implement the proposed plan (include ordinance numbers and short explanation of each)</b>	
<b>6. Describe what hardships are imposed by zoning ordinances listed in section 5 making conformity unfeasible or unnecessarily burdensome</b>	
<b>7. Describe what unique physical characteristics affect this property which prevent you from complying with the zoning ordinance</b>	
<b>8. Describe how granting this variance will neither harm public interest nor undermine the purpose of the ordinance</b>	
<b>9. Prepare and submit thirteen (13) copies of a site plan detailing your request completely and any addition information which will support your variance request</b>	

**Signature** \_\_\_\_\_ ☐ Property Owner ☐ Applicant